Fermilab

FermiWorks
Change Organization Assignments
06.04.15

This information flows from FermiWorks to PeopleSoft. This information is associated with the employee's payroll records. This information must be accurate. Verify all fields except the last two are complted. The last two fields, . Primary Lab Affiliation and Home Institution are only used by the Users Office.

Organization Assignments

1. Enter the employee's name in the Search Box.

2. Click **Related Actions > Organizations >Change Organization Assignments**.

3. Enter the **Effective Date** the employee will move to the organization.

4. Verify the correct Job is selected.

5. Click **OK**.

Organizations

The Company defaults to Fermilab.

1. **Cost Center:** Enter the appropriate **Cost Center** (project/task code).

The Payroll Cost Center (PeopleSoft financial cost center) and Financial Cost Center auto populate.

If the Cost Center (PeopleSoft financial cost center) and Financial Cost Center do not auto populate, These **MUST** be entered. This will affect payroll.

2. **Physical Location:** Click Prompt and drill down to select the appropriate **Physical Location**.

3. **Mail Stop:** Click Prompt and drill down to select the appropriate **Mail Stop**.

4. **Stock Code:** Click Prompt and select the appropriate **Stock Code**. This is the maximum amount allowed for the purchase of on-site materials for this position.

6. Leave the Primary Lab Affiliation blank.

7. Leave the Home Institution blank.

5. Click **Submit**.

6. Click **Done**.